

Vacancy Announcement # 04/10/53

POSITION: ELECTRICIAN, FSN-4 (OR); FP-AA,(EFM/MOH/NOR)*

OPENING DATE: October 29, 2004

CLOSING DATE: November 12, 2004

WORK HOURS: Full-time - 40 hours per week

The U.S. Embassy is seeking an individual for the position of Electrician in the General Services Office (GSO).

Basic function of Position

Performs preventive maintenance on all electrically powered building equipment such as HVAC, pumps, UPS systems and emergency generators. Installs electrical conduit, wiring and fittings. Troubleshoots, services and installs electrical circuits, power panels, circuit breakers, disconnects switches and all other related building equipment. Reads and interprets instruments and electrical meters, possesses the knowledge and skills to use hand and power tools necessary to perform daily assignments.

Troubleshoots, repairs and installs water heaters, washing machines, clothes dryer and other domestic electrically operated appliances. Requires knowledge to read blueprints, schematic drawings and manuals as necessary.

Qualifications required

- 1. Required Education:** Completion of vocational training or apprenticeship recognized as producing journeyman electrical skills or equivalent experience is required.
- 2. Required Prior Work Experience:** One-year journeyman electrical experience is required.
- 3. Language Requirement:** Level II (Limited) Speaking/Reading English ability. Level IV (Fluent) Speaking/ Reading Spanish ability is required.
- 4. Knowledge required:** Must have full journeyman electrical knowledge of established practices and procedures of the specific trade involved.
- 5. Skills and Abilities:** Must be able to use all the tools of the trade. Must have a valid drivers license.

Selection Process

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Additional Selection Criteria

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period of one calendar year from date of initial encumbrance of position are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.

To Apply

Interested candidates for this position should submit the following:

1. *For applicants from within the Mission - Application for Employment*, please contact the Human Resources Office, extension 2169 for these forms;
2. *For applicants from outside the Mission - A current resume or curriculum vitae with a cover letter.*
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit Application to:

Human Resources Office
Av. La Encalada block 17, Monterrico, Surco
3rd floor

Point of Contact:

Telephone: 618-2169
Fax: 434-1302

Definitions

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- ♦ US Citizen
- ♦ Spouse or dependent who is at least age 18
- ♦ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- ♦ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- ♦ Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

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The U.S. Government is an equal employment opportunity employer. All applicants will be considered based on their experience and qualifications.

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/ or residency permits to be eligible for consideration.

Traducción no oficial

ELECTRICISTA

Principales deberes y responsabilidades:

Las responsabilidades incluyen, pero no están limitadas a: desarrollar el mantenimiento preventivo en todos los equipos de energía eléctrica de este edificio, tales como: aire acondicionado, bombas, sistema UPS y generadores de emergencia. Instala conductos eléctricos, alambrado y accesorios. Hace seguimiento de fallas en circuitos eléctricos, opera los interruptores automáticos, los paneles de energía, los interruptores de desconexión y todo lo relacionado a los equipos de la Embajada. Lee e interpreta medidores eléctricos, debe usar todas las herramientas necesarias para desarrollar sus tareas diarias. Usando la guía de seguimiento de fallas, instala calentadores de agua, lavadoras, secadoras de ropa y otros artefactos eléctricos en las residencias. Como sea necesario el trabajo puede requerir el uso de cianotipos y dibujos esquemáticos. Realiza otras funciones que le sean asignadas.

Requerimientos:

1. Educación: Estudios técnicos en electricidad.
2. Experiencia: Un año de trabajo como electricista
3. Idioma: Nivel II de inglés (limitado), nivel IV de español (fluido)
4. Conocimientos: Conocimiento de las prácticas y procedimientos de electricidad.
5. Abilidades: Debe poder usar las herramientas del área. Debe tener licencia de conducir

Para las personas interesadas en postular:

Enviar curriculum con carta de presentación dirigida a la Oficina de Recursos Humanos.

Para los empleados interesados en postular:

Por favor contactar la Oficina de Recursos Humanos, anexo 2169, para formulario de aplicación.

Plazo para postular: 12 de noviembre de 2004.